



CAREER OPPORTUNITY

UNITED STATES BANKRUPTCY COURT Central District of California

POSITION	POSITION OVERVIEW
LEGAL ANALYST (MULTIPLE POSITIONS, INTERNAL CLERK'S OFFICE APPLICANTS ONLY) AMENDED 02/27/14	<p>The Legal Analyst provides highly specialized advisory and administrative assistance to management and staff. The specific duties of the Legal Analyst include, but are not limited to: assisting with compliance as needed consistent with applicable regulatory and statutory procedures, case law, court decisions, and judiciary policies and procedures; researching specific legal questions of relevance to the Court and Clerk's Office; synthesizing and conveying the results of that research, orally and in writing, in a clear and concise manner; proofreading for the appropriate grammar, style, and citations to ensure the accuracy and completeness of executive and legal correspondence and other documents requiring substantial legal research and analysis; communicating with attorneys from other organizations; interpreting, evaluating, and following up on directives from the Administrative Office; reviewing documents and procedures to ensure the good stewardship of resources and use of public funds; and suggesting strategies for compliance with internal controls and government requirements. The Legal Analyst assists in the preparation of materials for judicial committees, presentations to the Judges, local bar members, and other agencies and will be assigned to manage or assist with special projects as needed. This position is based in Los Angeles with travel to divisional offices as needed. The Legal Analyst reports to the Executive Officer/Clerk of Court. The successful candidate will retain their current employment status as either a temporary or permanent employee.</p>
LOCATION	
LOS ANGELES, CA	
SALARY/TARGET	
CL 27/28 \$ 51,645 - \$ 100,666	
OPENING DATE	
February 26, 2014	
CLOSING DATE	
March 12, 2014	
ANNOUNCEMENT	
14-08	

QUALIFICATIONS

To qualify for the position of Legal Analyst, an applicant must possess three (3) years of specialized experience. Specialized experience is progressively responsible administrative, technical, or professional experience that provided an opportunity to gain skills in dealing with others in person-to-person work relationships; the ability to exercise mature judgment, and thorough knowledge of the basic concepts, principles, and theories of management; and the ability to understand the managerial policies applicable to the Court. Applicants should possess knowledge of bankruptcy operations and court administration. Excellent project management, analytical and oral communication, skills are required. Applicant's background should demonstrate the ability to communicate effectively and establish good working relationships with all levels of management and staff, as well as Judges; the ability to work with minimal supervision; a working knowledge of judiciary-based software tools, including case management systems, spreadsheets, word processing, and presentation software; and experience using legal database applications. The applicant must function well under pressure, be able to handle multiple assignments with tight deadlines, and process a large volume of work.

EDUCATION

Completion of a Law Degree from an accredited college or university is highly desirable.

PLEASE NOTE: Education transcripts must be submitted for verification prior to the start of employment.

BENEFITS

The United States Bankruptcy Court offers a generous benefits package to employees which may include:

- 10 Paid Holidays
- Paid Sick Leave
- 13 Days Paid Vacation (for the first three years)
- 20 Days Paid Vacation (after three years)
- 26 Days Paid Vacation (after fifteen years)
- Medical Coverage
- Life Insurance Options
- Eligible for Long Term Disability Plan Options
- Long Term Care Plan Options
- Flexible Spending Account Options
- Credit Union Participation

INFORMATION FOR APPLICANTS

Applications should be submitted to the Human Resources Department located at 255 East Temple Street, 10th Floor, Los Angeles, CA 90012. Applications may be obtained in the Human Resources Department at the address listed above or by calling the 24 hour job information line at (213) 894-3129, or by visiting our website at www.cacb.uscourts.gov. Applications and resumes may be faxed to (213) 894-7498.

The Court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, or fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice. Temporary positions may be converted to permanent without further competition. This job announcement may involve filling more than one position described herein. This position is subject to mandatory EFT participation for payment of net pay (i.e., Direct Deposit). Successful applicants selected for interview may be required to respond to a written questionnaire. The United States Bankruptcy Court is an at-will employer and requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. The final candidate will be subject to a records check with law enforcement agencies. Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 will be required of all new employees of the Bankruptcy Court.

The United States Bankruptcy Court is an Equal Opportunity Employer. The Ninth Circuit EEO Plan is available for review upon request. We appreciate your interest in employment with the United States Bankruptcy Court.

JOB INFORMATION MAY BE OBTAINED BY CALLING (213) 894-3129